9 FAM APPENDIX F
600 GUIDES ON PROPER NAMES
AND NAME CITING

(CT:VISA-685;   02-01-2005)
(Office of Origin: CA/VO/L/R)

9 FAM 601 GENERAL PRACTICE

(CT:VISA-685;   02-01-2005)

The guidance contained herein will assist the user to formulate names from a variety of cultures for entry into consular automated systems and for manual filing. Consular automated systems divide the name into two data fields, the surname field, and the given name field. Names from countries with non-Western naming patterns may not fit well into these fields, but they can be entered in a consistent manner in order to improve identification and retrieval. Many countries now use machine-readable passports with defined data fields for surname and given names from which the name is scanned as recorded in the passport. Other countries, present formats, that some users may find confusing. The applicants name may be presented in a string with no hint of which elements may be the equivalent of a "surname" or "given name". The guidance below is intended to help resolve some of these problems.

9 FAM 602 ARABIC

(CT:VISA-685;   02-01-2005)

a. Details of Arabic Structure:

- Arabic and Muslim names: Muslim names are found in Africa, the Middle East, Europe, South and South East Asia and reflect a wide mix of cultural influences. From Mauritania to Saudi Arabia, Uzbekistan, Afghanistan, Malaysia and Indonesia many common name elements can be recognized. Arabic names are a subset of Muslim names and the discussion here of name structure applies primarily to the Arab states in North Africa and the Middle East. These include Algeria, Bahrain, Djibouti, Egypt, Eritrea, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Sudan, Syria, Somalia, Tunisia, the United Arab Emirates, and Yemen.

- Arabic name identification is difficult. The variations in transliteration from Arabic script, and the complex and varying name structure, often make it tricky to divide the name into surname and given names fields to conform to Western data entry and filing systems. Arabic names have a basic structure that a person unfamiliar with such names may apply when formulating name searches and name identification.

b. Five Basic Historic Components of Arabic Names:

- Example: Yusuf bin Umar bin Fouad Al Subari

- The Ism is equivalent to the western given name. The ism should be constant across documents. In the above example, Yusuf is the ism.

- The nasab is the ism of one or more ancestors, sometimes indicated by ibn, bin(son of) or bint (daughter of). In the above example, bin UMAR is the nasab. Yusuf is the son of Umar, grandson of Fouad.

- In many Arab countries, other than those located on the Arabian peninsula, Arabs will take the first name of their father, i.e., the patronymic, and use it as their second name, with or without the marker BIN/BINT. Therefore, if your first name is LAYLA and your father's first name is AHMAD, then your first two names are LAYLA AHMAD.

- In North African countries, another prefix that also means "son of" is more commonly used: OULD , e.g. MOHAMED OULD SIDE MAHMOUD.

- The *Kunya* is similar to the patronymic, but refers to descendents, as indicted by abu (father of) or umm(mother of). Example: Yusuf has a son named Hasan. Yusuf may be referred to by his *kunya*, Yusuf Abu Hasan. The *kunya* may replace the *ism,* particularly in informal and intelligence documentation. For example, Abu Musab al-Zarqawi, the *ism* is replaced by a *kunya.*

- A *Laqab* was originally a title or nickname. Therefore, many *laqabs* have become just a fossilized element of personal names and can be used as family names. Therefore, if your first name is AFIFA, and your father's first name is FARID, and your father's family name is AL ATRASH (originally a laqab meaning "the deaf"), then your "more-or-less " full name is AFIFA FARID AL ATRASH. In the example above, YUSUF BIN UMAR BIN FOUAD comes from the AL SUBARI family, and the surname is AL SUBARI.

- A *Nisbah* usually refers to professions or places of origin (much like the origns of Western surnames): at –Turki (the Turk), al Kurdi (the Kurd). Like a l*aqab*, a *nisbah* can become a fossilized element

of personal names and can be used as a family name.

c. Arabic Name: Deconstructed

Maryam (bint) Murad (ibn) Ali (ibn) Mahmud Al Messiri

1   2   3   4   5   6   7   8

(1)   Given name

(2)   Daughter of – dropped

(3)   Father's given name

(4)   Son of – dropped

(5)   Grandfather's given name

(6)   Son of – dropped

(7)   Great-grandfather's given name

(8)   Family name – if any

d. Prefixes and Suffixes

The Arabic language has a number of auxiliary name elements, generally called "affixes", which can be used in the formation of personal names. The transliteration of these prefixes and suffixes is inconsistent –they can be attached to the name they modify, or not, e .g. Abdelrahman vs. Abd El Rahman. They can be transliterated according to some standard romanization system, or the transliteration can vary according to how they sound attached to a particular name, e.g. Abdelrahman vs. Abderrahman or Abdelsalam vs. Abdessalam.   They are a source of segmentation variation and spelling variation.   Standing alone these prefixes and suffixes are only fragments, not complete names.

Common prefixes and meanings are:

- Al or El – "the"
- ABU – "father of"
- UMM – "mother of"
- ABD(AL or EL) –attached to the next word - "servant of"
- BIN(IBN) – "son of "
- BINT – "daughter of"
- OULD- "son of"

Common Suffixes:

- AD DEEN, ED DEEN, UD DIN –"the religion",as in Nur Ad Deen (Light of the Religion)
- ALLA(H) –"God" as in Sayfulla (Sword of God)

Transliteration:

Different transliteration systems, e.g. Francophone vs Anglophone produce significant spelling variations in the same Arabic name. The Francophone OUASSIME and the Anglophone Wasim represent the same name. Mohamed may be recorded as Muhamad, Mohammad, MHMD, or dozens of other variations.

DATA ENTRY:

a. The best method to enter Arabic names depends on the country of origin of the name. The names are generally divided into two groups: those with stable name strings and those with variable name strings. The groups do not fall neatly into national boundaries, and both types of names can be encountered in the same country.

b. Stable name strings are common in the clan naming regions (Persian Gulf states such as Saudi Arabia, Kuwait, Iraq), Jordan and Yemen. These states place greater emphasis on the last name element. Documents will list the individual's first name followed by his father's name and grandfather's name, with a clan name at the end of the string. The last name can be entered into the surname field alone and the other elements entered into the given name field. In Iraq, the Nisbah may be preceded by another surname and may or may not be dropped, e.g. Saddam Hussein al-Tikriti vs. Saddam Hussein.

   - Ex.: Passport shows – Muhamad Abdalah Said Al M Al Dusari

   - Enter Surname: <u>Al Dusari</u>   Given name: Muhamad Abdalah Said Al M

c. Variable surnames occur where the name string may include the fathers name, grandfathers name, a tribal name – or sometimes drop these names. Variable names are common in Egypt and Lebanon, Sudan, Syria, parts of Iraq, and in Palestinian names. The passport and other civil documents may show different variations of the name, making an accurate and complete identification or namecheck more difficult. In order to get the best check on such names, all of the potential surname elements should be entered in the surname field. This includes all names in the string except the first name.

   - Ex.: Passport shows – Ahmed Abdelaziz Wahab Hassan

   - Enter Surname: Abdelaziz Wahab Hassan   Given Name: Ahmed

   - An inverted version may be used as an alias: Hassan, Ahmed Abdelaziz Wahab

d. North African nations such as Algeria and Morocco have adopted the Western practice of given name followed by surname, simplifying

identification of the key name parts.

9 FAM 603 BURMESE

(CT:VISA-685;   02-01-2005)

a. The Burmese name system is a challenge for a Western-style filing system. Burmese do not have family names. A Burmese name, even one composed of two or three words, is an indivisible unit. (About 80% of Burmese have two-word names.)

b. It is difficult to distinguish between male and female names without the courtesy title, which—though not part of a name itself—is always attached to the name. These titles are: Maung (Master, literally "younger brother"), Ko (Mr., "elder brother"), U (Mr., "uncle"), Ma (Miss, "younger sister") and Daw (Miss or Mrs., "aunt"). A male named "Tin" is known as Maung Tin when young; Ko Tin when somewhat older (e.g., of college age); and U Tin when he marries, becomes an official, or attains other status. A female given the name of "Tin" is known as Ma Tin until she marries or gains an important position, after which she is called Daw Tin.

NOTE: Women do not change their names when they marry.) Most Burmese names are given according to the astrological sign for the day of the week on which the child is born; there is no necessary similarity between a child's name and the parents' name.

c. Burmese passports have a single field for "name" and do not divide the name into surname and given name fields. For name checking purposes, use the very last part of the Burmese name in a passport as a "surname." For instance, the name string "Maung Myo Shwe" in a passport represents various parts of one single name. Enter "Shwe" as the surname, and " Maung Myo" or "Myo" as the given name ("Maung" is an honorific)*.*

d. In addition to the majority of Burmans, certain other major ethnic groups of Burma have their own courtesy titles. Shan men may preface their names with "Sai" or "Saw"; Shan women use "Nang" regardless of marital status. Karen men may also use "Saw" and Karen women use either "Nant" or "Naw". Mon men use "Min"; Mon women use "Mi".

e. Another complicating factor in indexing Burmese names is that almost all Burmese have at least one alias. Aliases are taken for many reasons, including advice from astrologers. Moreover, ethnic Chinese and Indians in Burma usually take a Burmese name in addition to their own ethnic name.

f. Since Burmese do not have family names, the best way to distinguish the identities of two males with the same name and birth date is by requiring

their fathers' names.

g. Many Burmese who are familiar with Western naming systems may, in an effort to be helpful, inadvertently complicate matters by dividing up their name with its courtesy title to make a first, middle and last name in Western style. The best reference in such cases is the person's Burmese passport, which gives the person's name in Burmese fashion, e.g., U Hla Maung.

h. For filing purposes, to list Burmese names alphabetically, posts should put the courtesy title (U, Ma, etc.) in parentheses after the name.

9 FAM 604 CAMBODIAN

(CT:VISA-685;   02-01-2005)

a. Cambodian passports are in Roman characters and are machine-readable, but the passport shows the name in a single field, not divided into surname and given name. The surname ordinarily appears first in Cambodian names. In some cases, the first two elements of a name consisting of three or more words will constitute the surname.

b. A Cambodian's last name is nearly always all or part of the first name of his or her father. In some cases, some children in the family will have their mother's first name as the last name instead. Or, if the paternal grandfather is still alive and is head of a household, a child's last name will be the grandfather's first name. A child rarely has the same last name as the parent. Thus, the "surnames" of members of a Cambodian family appear unrelated.

c. Brothers and sisters often have names that are similar: all starting with the same letter, or being permutations such as Sokha, Sokhatheary, Sokhapannarith, and so on. In a family group, the fathers name may be Mao, Hang, the mother's name Um, Sarin and the children's names Hang, Sopheap and Hang Sophoan.

9 FAM 605 CHINESE

(CT:VISA-685;   02-01-2005)

Written Chinese

a. Written Chinese is not a representation of the sounds of the language but a system using one or more symbols (called "characters") to express the idea of each word. The Chinese language has no phonetic alphabet. Systems have been devised, however, to write the spoken language in a Romanized alphabetized form.   The standard system now used is the Pinyin system, although remnants of the Wade-Giles system persist. As

examples, the capital city long known as Peking (under Wade- Giles) is Beijing under the Pinyin system.

b. Historically, most Chinese words have only one syllable, although the largest dialect group, Mandarin, includes a large proportion of polysyllabic words formed over the years through linguistic processes like compounding. Several Chinese characters having completely unrelated meanings may therefore be rendered aloud as the same syllable but in different tones (the tone conveying the different meaning) and in transliteration will look the same in English. Since Visa processing cannot use vowel diacritics or other transliterations of tone, the telecode system (STC) is used for Chinese personal names in order to differentiate among syllables. Namechecks should always include the telecode, if it is available, in addition to the alphabetized name to insure accurate identification.

Family Names

a. Chinese people sometimes have different names that are used in different situations. Obviously, it is important in dealing with Chinese visa applicants to obtain all names that have been used. These include the given (baby) name, school name, marriage name, social name, business name, and any Westernized name they may have adopted.

b. If a Chinese person submits any identifying document, it may contain more than one name. When more than one name appears, it is usually the given name. When more than one name appears, the second name is usually the name acquired upon marriage. If there are also other names, they may be the Romanized name or another name by which he has been known. For example, the document may show the names as follows: Wong Mee Jung, alias Wong Fu Ling, alias George Wong. Ordinarily, this will indicate that Wong Mee Jung is his given name, Wong Fu Ling his marriage name and George Wong his Western name.

c. The family name is usually spoken and written first, with no comma; for example, Lee Wing Poy would be Wing Poy Lee according to Western usage, since Lee is the family name (surname). Chinese usage should always be followed in this regard.

d. The age and birth dates of Chinese visa applicants must be recorded according to the Western system of time reckoning. The Chinese do not always compute age as we do. Under traditional Chinese usage, a person is 1 year old at birth, becomes 2 years old on the first day of the next Chinese year, and adds 1 year to his or her age each succeeding Chinese New Year's Day. For example, a child born on the last day of the year on the Chinese calendar becomes 2 years old the next day, that is, the Chinese New Year's Day. According to U.S. practice, that child would not become 1 year old until a year after birth. The Chinese year is

approximately the same length as a year on the Gregorian calendar but the number of months and days of the month differ. The Chinese year always runs into a second year on the Western calendar, since Chinese New Year's Day always occurs in January, February, or March. Today, most Chinese will use their date of birth to determine their age, not the New Year's date. They will often consider themselves one year old when born, so their Chinese age may just be the Western age plus one year. Other Asian countries such as Korea use this practice as well, so it's important to find out how an applicant determined his or her age.

Chinese Passports

In order to consistently handle Chinese names in Western data and filing systems, the user should identify the first name in the Chinese string as the "surname" or "family name" and the other names as "given" names. Recently issued Chinese passports are machine-readable with separate fields for surname and given name. With a few exceptions, the surname is a single name, i.e., WONG. The given name generally consists of two additional names, i.e. CHUN YING. Frequently, the two given names are concatenated (joined together), i.e., CHUNYING. The Chinese given names may also be followed by a Western name, i.e. WONG, CHUN YING CHARLIE.

Chinese names encountered in documents with no indication of surname or given name may be assumed to be in the standard Chinese order of surname followed by given names, i.e. Wong Chun Ying or Wong Chunying. The first element WONG should be entered as surname, and the additional names entered as given names.

9 FAM 606 ETHIOPIAN

(CT:VISA-685;   02-01-2005)

a. Ethiopians do not use a system of family names. Instead, a child receives his or her father's first name as a patronymic, and is, in addition, given a personal first name. For example, Getachew Fantaye's son might be named Yilma Getachew and his son, in turn, named Mulugetta Yilma. Getachew Fantaye's daughter might similarly be named Rahel Getachew, but only the paternal name passes on. Therefore, if Rahel Getachew marries Beyene Tadesse, their daughter would have Beyene as her second name—Almaz Beyene.

b. The correct citation form of an Ethiopian name is the first or given name. Getachew Fantaye is referred to as Ato (Mr.) Getachew, not Ato Fantaye. In the same manner, Rahel Getachew is referred to as Woizerit (Miss) Rahel.

Married Women

A woman retains her name after marriage. Therefore, when Rahel Getachew marries Beyene Tadesse, she remains Rahel Getachew but is referred to as Woizero (Mrs.) Rahel.

"Double" Ethiopian Names

It should also be noted that some Ethiopian names are double, for example, Hailu-Mariam Kebede or Yohannes Gebre-Yesus. They may or may not be united by a hyphen but should always be treated as a single name.

Older passports or civil documents without separate fields for surname and given name generally list the given names first with the surname at the end of the string.

9 FAM 607 GREEK

(CT:VISA-685;   02-01-2005)

Greek Names

Every Greek has three names. In the case of a male, the first name is the given name. The second name is the given name of the father in the genitive case (e.g., the genitive of Georgion is Georgiou). The third name is the family name. A girl (who initially also has the same series of names) will, when she marries, retain her given name and take as her new second name the genitive form of her husband's first name and also take her husband's family name. She retains the same name as a widow. Although recent amendments to the Civil Code discourage the taking of the spouse's name, most women still do.

Translation/Abbreviation of Names

a. The Greeks are very prone to translate or abbreviate their names when they go abroad or merely to abbreviate them when they are at home. A Greek should always be required to give the full family name in the original rendition. In particular, the name Pappas presents a special difficulty. It may be a valid name by itself, or it may be a shortening of any one of several thousand possible names beginning with Papa, e.g., Papachristodoulopoulos.

b. To identify a Greek, it is necessary to have the full name in Greek, the date, and place of birth (including village and province), and the full names of the parents. Names that appear remarkably similar can be easily separated if all of these elements are present. A card index of Greek names should not, if the names are at all common, be regarded as complete unless each card includes these important elements.

Name Checking Greek Names

The surname appears in the passport as the last in a string of three names.

Some names may be abbreviated in Greek documents for convenience and Greeks should be asked to provide the original version of their full family name.

- Example: Passport Shows: Vasilios Athanasios Demetriou
- Enter: Surname: Demetriou; Given name : Vasilios Athanasios

The transliteration of the Greek alphabet into the Roman alphabet (hereafter referred to as English) presents difficulties. There are several systems followed by educated people, whereas, uneducated people or persons not familiar with classical Greek will attempt transliterations with any system that comes to mind.

In general, there are certain letters that present a greater amount of difficulty than others. These are as follows:

(1)   The Greek language has no letter corresponding to D in English. The sound, if attempted in Greek, is spelled NT (nu tau) which may be transliterated NT or D. The Greek letter "delta", which resembles the English D, is closer to TH than to D in pronunciation; in transliteration it may be given as either D or TH.

(2)   The Greek alphabet has a letter PH (phi) which is transliterated either PH or F.

(3)   In Greek, GI (gamma iota) is the equivalent of the consonant Y in English. In transliteration it is either Y or GI.

(4)   The Greek language has no letter corresponding to the English B. The sound of B is rendered in Greek as MP (mu pi). The Greek letter "beta", which looks like B, is pronounced like a V and is transliterated as either B or V. MP may remain MP or be transliterated as B.

(5)   The Greek alphabet has a letter E (eta) which is pronounced the same as the letter "I" in French (or a long "ee" in English). It is variously transliterated as E or I but may also be found as Y, Ei, Oi, or Yi.

(6)   The Greek K (kappa) corresponds with the English sounds K and hard C.

(7)   The Greek language has two letters O—a short O (omicron) and a long O (omega). The short O looks like a normal English O; the long O looks like a horseshoe resting on its points. In transliteration both are given as the English O. The difference between two names may often lie in which of the Greek O's is used.

(8)   Initial Greek I (iota) is pronounced like and often transliterated as the letter Y.

(9)   The Greek letter corresponding to the letter U (upsilon) is

pronounced like the French I. It is, however, variously transliterated as U or I.

(10) The Greek language has a letter "chi" which is pronounced like J in Spanish. It is the equivalent of a very guttural CH. In transliteration this letter can be rendered as H, CH or, erroneously, because of physical resemblance, X.

(11) The Greek diphthong OU, which is pronounced like U as in "truly", may be transliterated as U or as OU.

(12) The English sound V is rendered in Greek as B (beta).

9 FAM 608 INDONESIAN

(CT:VISA-685;   02-01-2005)

The last name in a string of several names is the surname. *Bin* and *Binti* (son/daughter of), if shown, may be entered as part of the surname or given name in the namecheck. If only one name is provided, it is entered as a surname with FNU as the given name.

Note: Rules may differ for names of Chinese and Arabic origin, for example, see table below*

Passport Entry	Enter
Sumiati	*Sumiati, FNU*
Dewi Sumiati	*Sumiati, Dewi*
Dewi Hani Susanto Sumiati	*Sumiati, Dewi Hani Susanto*
Dewi Binti Sumiati	*Binti Sumiati, Dewi* or *Sumiati, Dew Binti*

*Indonesian Chinese: Chinese names may appear in Indonesian documents with surnames first or last, and it is advisable to ask the applicant which is the surname.

For example, see table below:

Passport Shows: Wong Joen Leong Surname: Wong Given name: Jeong Leong	
Passport Shows: Jenny Liong Tang Surname: Tang Given name: Jenny Liong	

*Ethnic Arabic names: Enter all potential surname parts in the surname

field.

For example, see table below:

Passport Entry:	Ishak Abdul Karim
Enter:	*Abdul Karim, Ishak*

9 FAM 609 KOREAN

(CT:VISA-685;   02-01-2005)

A Korean personal name consists of a family surname and a given name. The given name follows the family name, e.g., Kim Tae Hoon. Korean Romanize their names according to their personal preference, usually based on sound. The popular surnames may have several different romanized forms. The standard LEE is probably the best example, with Li, Yi, Rhee, and many more.

Family Names

There are only about 250 family names in use in Korea today. Most are one syllable. Although rare, there are a few two-syllable surnames in use, as well.

When a woman marries, she keeps her family name. Her children, however, take her husband's name. In recent years, a small number of women have given their children double surnames, one from each parent.

Given Names

Korean given names usually have two syllables, although there are a few given names with one or three syllables. Those Koreans with surnames of two syllables often have a one syllable given name.

Korean Passports

Although as indicated above, married woman keep their family names, some modern Korean women may elect to include their husband's name in their passport, e.g. Park (w/o Roh) where w/o stands for "wife of." In this case, Ms. Park is married to Mr. Roh. However, as Korean passports are machine readable, the surname will be listed as Park Roh.

9 FAM 610 MALAYSIAN

(CT:VISA-685;   02-01-2005)

Cultural influences include Arabic, Chinese, Indian, and European. Passports formats are not consistent, but in general the name beings with titles and given name(s), followed by the surname(s).

Titles include :

- Male titles: Datuk, Datuk Seri, Tan Sri, Tun
- Female titles: Datin, Datin Seri, Toh Puan

Abbreviations, e.g., Mohd for Mohammed, and initials are common. Enter these as they appear in the passport.

- Single names should be entered as surnames, followed by FNU as the given name.
- *Bin* and *Binti* (son/daughter of) may be entered as part of the surname or given name.
- Names of Chinese origin may or may not be entered as part of the surname or given name.
- Indian names may be followed by: AL or S/O (son of) and the father's name. The father's name is not included in the namecheck.

For example, see table below:

Passport Shows	Enter
Zakaria	*Zakaria, FNU*
Ahmad Azhar Bin Ab Rahman	*Bin Ab Rahman, Ahmad*
	Azhar or Ab Rahman,
	Ahmad Azhar Bin
David Lee Chan Wong	*Wong, David Lee Chan*
Mohd Mustafa	*Mustafa, Mohd*
Ravinger Singh A/L Mubarak Singh	Singh, Ravinder

9 FAM 611 PORTUGUESE AND BRAZILIAN VARIATIONS OF PORTUGUESE

(CT:VISA-685; 02-01-2005)

Surnames

a. Full Portuguese names may contain five or six name segments. Except for noble families, names are generally restricted to four. Portuguese usage places the family name (sobrenome) last in the string that

normally consists of given names(s), mother's maiden name and the last of the father's surnames. Thus, the male offspring of Antonio Rodriguez Coelho and Maria Tavares would ordinarily be recorded as Antonio Tavares (matronymic) Coelho (patronymic). However, variations may occur such as Antonio Tavares Rodriguez (father's matronymic), Antonio Coelho or Antonio Rodriguez.   It is prudent to ask the applicant for all names by which he is known. It should be noted that despite the similarity to Hispanic names, the order of surnames is reversed with the mother's surname(s) preceding the father's surname(s).

b. As is the case in Spanish, Portuguese has many "de la" (of the) names. Also, the preposition "de"(of) and conjunction "e" (and) appear in a number of Portuguese names, *e.g.*, Carlos de Oliveira, Adelina Rosa Leite de Morais e Oliveira. It is customary to use the contractions "do", "dos" and "da" (meaning "of the") immediately before family names, *e.g.*, Antonio Carlos do Espirito Santo, Jaime Terencio dos Santos, Maria Amelia da Silva.   For data entry in automated systems, the full surname with the conjunction should be entered, i.e. dos Santos or da Silva.

c. Here are three examples to show the confusion that can exist with Portuguese names:

- -In the first case (Therezinha de Jesus Soares), Soares is the last name and "de Jesus" a middle name.

- -In the second case (Evangelina de Souza Barros), Barros is the last name and "de Souza" could be either a middle name or the maiden name, if she happens to be married.

- -In the third case (Afonso Antonio de Mello Franco), "de Mello Franco" is the last name.

Portuguese Given Names

a. Portuguese given names often consist of two or three elements. Because a number of Portuguese family names are very common (*e.g.*, dos Santos, da Silva, de Oliveira, Ferreira, Souza), all given names should be included for name checks or filing.

b. Diminutives are used extensively in Portuguese. They are usually formed by adding "-inho" in the case of a male and "-inha" in the case of a female. Thus Joao becomes Joazinho, Marcus - Marquinho, Teresa - Terezinha. In a very few cases, the diminutive form is the given name. This usually happens only with female names. If a name is given in the diminutive form, the applicant should be questioned whether it is his or her given name or a nickname.

c. Indicators of relationship are sometimes attached to the name; e.g. *Junior or Filho* (son), *Neto* (grandson), *Sobrinho*(nehew), *Bisneto*(grandson) are common. For data entry, these should never be

used as the sole surname, but instead should follow the surname. For manual filing, it is important to file forms of applicants with such a name correctly, because the "Filho" may often be dropped as a person becomes older. For example, the name Pedro Antonio Souze Filho should be checked under Souze Filho, Pedro Antonio.

d. Because certain names are so common, many public figures in Brazil, especially politicians, use only the part of their names that will distinguish them from others. For example, a Federal Deputy named Joao Francisco Campbell de Oliveira may call himself only Francisco Campbell to make himself easier to remember in national politics.

9 FAM 612 NEWLY INDEPENDENT STATES (NIS) OF THE FOMER USSR

(CT:VISA-685;   02-01-2005)

a. In the newly independent states (NIS) of the former Soviet Union, i.e. Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Russia, Turkmenistan, Ukraine, and Uzbekistan, many names follow the traditional Russian pattern in which the middle element is a patronymic.

b. For men, patronymics include Slavic endings –OVICH, -EVICH and Turkic –OGLY, -UGLI; for women, Slavic –OVNA, -EVNA, and Turkic –KYZY, -KIZI.

c. Although –OVICH/-EVICH and –OVNA/-EVNA are suffixes and should always be attached to the patronymic, as in ALEKSANDRA VLADIMIROVNA KUZNETSOVA, OGLY/UGLI and KYZY/KIZI may be either attached or separate elements: RAUF KEMAL OGLY HASSANOV.

d. Additional suffixes in the major languages that reliably identify the ethnicity of the individual are:

- Lithuanians:
- Aite= unmarried woman
- Iene = married woman
- (Vowels) s = male name
- Ukrainians: chak, chuk, ko, shenko, chenko.
- Armenians: yan/ian, yants, yunts, ani
- Georgians: adze, idze, shvili, ia

Transliteration

An additional complication occurs because the original script of the NIS

names under consideration is not Roman at all, but rather Cyrillic. There are multiple methods for transliterating or transcribing these names into Roman script.

Russian names may show variation: *e.g.*, Oustinoff and Ustinov

Dialectal/Spelling Variations

As pronunciation varies in different dialects, the spelling or transliteration practices may move to reflect those changes.

Some personal names may be spelled differently in Russia, Ukraine, Belarus, Moldova or Baltic States, *e.g.*, Alexey (Russian), OLEXII (Ukranian), ALIAKSEI (Belarus), ALEKSEYE (Moldovan), ALEXAS or ALEKSEJUS (Lithuanian).

Nativization

As cultures come in contact, words are borrowed between languages, including names. When any word is borrowed into another language, it is nativized – that is, made to fit into the new language – through spelling or pronunciation changes. Trends in name borrowing into various languages and cultures vary, and it is not possible to state a general trend across cultures.

Latvianized Russian Names – Many Russian surnames can be found in Latvia, where they have been nativized to look and sound more Latvian according to fairly regular rules (KH H, Y J, DZH DJ, ZH Z, CH C, TS C, and adding an S to the end).

In these cases, the bearers of these names are in fact ethnic Russians living in Latvia, probably for several generations, who have nativized their names to "be Latvian," while retaining their Russian ethnic origin.

Inheritance – the Newly Independent States (NIS) of the Former Soviet Union (NIS)

- Aleksandra Vladimirovna Kuznetsova (Russian)
  - Given name   Patronymic name   Surname
- Teshabai Karimovich Ishmuhammedov (Uzbec)
  - Given name   Patronymic name   Surname
- Oleksandra Volodirirovna Kovalenko (Ukranian)
  - Given name   Patronymic name   Surname
- Hovannes Mgrtchyan (Armenian)
  - Given name   Surname
- Rauf   Kemal Ogly   Hassanov (Azeri)
  - Given name Patronymic name   Surname

Gender – Central Asian Names

Central Asian names: often contain gender specific patronymic markers – OBLY/OGLU (son of) and – KIZI/KYSY (daughter of). These can be suffixes or separate words

- BIYUKOGLY, AYDIN
- HAYDAROVA, ODINA DISHOUD KIZI

9 FAM 613 SPANISH

(CT:VISA-685;   02-01-2005)

Spanish surnames

Spanish and Latin American names customarily include three or four segments, e.g. Juan Jose Martinez Ramirez. The last two elements are the surnames and neither is considered a middle name. These two surnames are derived from the first surname of the father (the patronymic surname) and the first surname of the mother (the matronymic surname). The surname of the father precedes that of the mother. The two surnames may, or may not, be connected by the word "y" (meaning "and"). For example, Juan Gómez y Conde has Juan as the given name, Gómez as the surname of his father, followed by Conde, the surname of his mother.

The preposition "de" with the articles "el", "la", "los", or "las" appears in a number of Spanish or Latin American names. For example, the surname might be shown as de la Torre, de Alba, del Arco, de la Cruz. These elements together constitute a surname.

Married Names

It is common practice for a married woman to drop the surname of her mother and add the first surname of her husband preceded by "de" (indicating "wife of"). Thus, Maria Gomez Garcia when married to Juan Martinez Ramirez would become Maria Gomez de Martinez. In the event of the husband's death, the woman retains the same name and adds "vda. de" ("viuda de" meaning "widow of"). For example, after the husband's death, the woman's name might be Maria Gomez vda. de Martinez. However, the practice of changing a woman's name after marriage is decreasing in popularity on formal documentation, so a married woman may have her maiden name only documentation. She may though use her husband's name for social introductions. It should be noted that the woman's first surname never changes.

Spanish Given Names

A large number of Spanish given names consist of more than one word, such as Maria de los Angeles, Maria de la Luz, Maria del Carmen. When used in

this manner, the name should be treated as one given name, but, if not connected with the "de" or "de la", the name should be divided into a first and middle name, as Maria Luz or Maria Carmen. A great many of the Spanish given names have equivalent nicknames which are commonly used as a first name; for example, "Pancho" for Francisco, "Pepe" for José. In recording Spanish names, equivalent nicknames should not be used.

Data Entry for Spanish Names

Variations in passport formats and on various civil documents can cause problems in identifying the correct surnames and order of the surname parts for Hispanic names. The surnames should be entered in the order they appear in the passport.

Surname Examples:

- Maiden name: Maria Josefa **Toledo Moreno**
- Husband: Juan Jose **Martinez Ramirez**
- Married name: Maria Josefa **Toledo de Martinez**

If a woman's first surname is grouped in the passport with the given name, e.g., Martinez, Maria Ramos de, both names should be checked – one as an alias.

Passport entry	Enter
Ramos de Garcia, Ana Maria	Ramos de Garcia, Ana Maria
Garcia, Ana Maria Ramos de	Garcia, Ana Maria Ramos de **and** Ramos Garcia, Ana Maria
José del Carmen Garcia Gonzalez	Garcia Gonzalez, Jose del Carmen

Particles (de, del, el, la, las, los, y) should be kept in the namecheck.

9 FAM 614 SWISS

(CT:VISA-685; 02-01-2005)

In general, the name checking of Swiss visa applicants should not pose a problem as Swiss names almost always follow Western norms: a first name, a middle name, and a last name. The name check should be performed following the names provided in the passport: Surname, given name(s).

However, Swiss naming practices after marriage provide several options, which might be cause for confusion.

Swiss Names After Marriage. Children's Names

For example, after marriage:

(1) A couple may choose to use just the man's last name or the woman's last name as the family name;

(2) The man and/or the woman may use the partner's last name as the family name, but keep his or her own name and put it in front of the family name, separated with a space.

If the couple chooses the first option, they can add the other name separated with a hyphen. For example:

- If Mary Lamb married Robert Doe, they could then be called Mary Lamb and Robert Lamb, and their children would have the last name Lamb;

- If the two married, they could then choose to be called Mary Doe and Robert Doe, and their children would have the last name Doe;

- If the wife could be called Mary Doe, the husband Robert Doe Lamb with the children being given the last name Lamb; or

- The wife could choose to be called Mary Lamb Doe, the husband Robert Doe with the children acquiring the surname Doe.

In Swiss practice, married women write their maiden names as a hyphenated suffix to their married names (*e.g.*, Mary LAMB after marrying Robert DOE could write her name as Mary DOE-LAMB or Mrs. Robert DOE-LAMB). This practice can extend to the husband, who might after his marriage, write his name as Robert DOE-LAMB, and to the family collectively (addressed as the family DOE-LAMB), but not to the children individually.

A common mistake in dealing with Swiss names is to give the applicant's family name (*i.e.*, the last name) next to last in order, followed by the family name of the mother (for example, John Doe Lamb for the son of Robert Doe and Mary Doe nee Lamb). This system could result in confusion, particularly in telegraphic clearance requests wherein the message is usually all in capital letters. Normally the name JOHN DOE LAMB as it would appear in a telegram would be checked against Lamb as the last name.

9 FAM 615 VIETNAMESE NAMES

(CT:VISA-685; 02-01-2005)

a. Most Vietnamese names consist of three elements. The first is the family or clan name, such as Nguyen. Next comes the middle name, e.g., Van. Then comes the given name. A typical Vietnamese name would be: Nguyen Van Hung, in which Nguyen, the family name, is transmitted from generation to generation through the male child. Van is the middle or "cushion" name. Hung, the given name is last.

b. Sometimes, for men only, there is no middle or cushion name, e.g., Dinh Tam, Nguyen Tuyet, etc.

c. Occasionally Vietnamese family names have two elements, normally hyphenated, such as Vu-Pham.

Middle Names

The middle element is frequently a gender marker. The middle name *Thi* indicates a female and *Van* indicates a male.

Given Names

Two-element, given names, in addition to the Thi or Van middle names, are not uncommon. A female may be named Trung Thi Hoa Diep, where Hoa Diep is the given name.

Passport and document formats and data entry.

Vietnamese passports and documents generally present the name in a string with no separate fields for surname and given name. In the name NGUYEN VAN VANG, the surname is the first element, NGUYEN. The first name is VANG and should be entered first in the given name field, followed by Van, the middle name and gender marker. Thus, it is entered NGUYEN, VANG VAN. The female name, NGUYEN THI SANG, is entered NGUYEN, SANG THI.